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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 11 October 1951

FROM : Security Officer, CIA

SUBJECT: Request for Increase in T/O

25X9 It is requested that the present T/O for the Inspection and Security Office be increased from [ ] positions.

At the time our present T/O was submitted and approved, it was anticipated that the work load of investigative cases would not exceed 1400 per month. However, we are now receiving approximately 2300 cases per month representing an increase of 900 cases.

25X1 In order to meet this increased work load through additional pressure on outside investigative sources [ ] additional personnel are requested, particularly for headquarters, to handle the control, analysis and completion of the increased volume of cases.

25X1

25X1 Of the [ ] vacancies shown on Form 38-20 [ ] are in Special Security Division. These vacancies involve agent and field personnel and are being filled as quickly as possible on a priority basis. As soon as these positions are filled, it will be possible to decrease the demands on outside contractual investigative services.

25X1 The [ ] additional positions requested, all of which are in the Special Security Division, are broken down as follows:

25X1

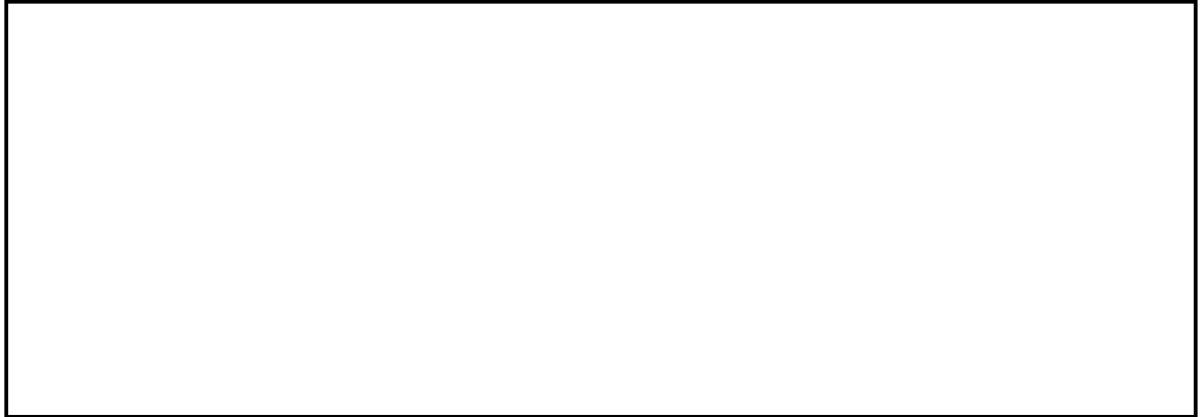
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25X1



In order to reduce the present backlog and to remain current with the increased work loads, it is urgently requested that these additional positions be approved at the earliest possible date. It is pointed out that further requests for additional personnel will be necessary should demands on our activities continue in the volume which appears conceivable at this time.

FOIAB3B

SHEFFIELD EDWARDS  
Colonel, GSC

*OK as indicated.*  
*Class & wage*  
*Ats. 10-11-51*  
*Gmelon*  
*10-11-51*

FOIAB3B



*Comptroller*  
*12 Oct. 51*

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